



**DEPARTMENT OF VETERANS AFFAIRS
Veterans Health Administration
Washington DC 20420**

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October 16, 2002

CHIEF INFORMATION OFFICER LETTER

STANDARD RECORDS STORAGE BOXES

1. This Information Letter reminds medical center records personnel to use the standard record storage box when shipping records to the Department of Veterans Affairs Records Center and Vault (VARC&V) at Neosho, Missouri.
2. The VARC&V has recently received several shipments of records in oversized boxes from VA medical centers. The VARC&V cannot store oversized boxes on their open shelving units.
3. The standard record storage box measures 12"x 14³/₄" x 9¹/₂" and the General Service Administration stock number is NSC 8115-00-117-8249. Index cards, microfilms, diskettes, and other electronic media may be shipped to the VARC&V in half-size boxes.
4. If the VARC&V receives records in oversized boxes, the shipping medical center may be required to reimburse the VARC&V for reboxing the records. VHA Central Office will not absorb the cost for this service.
5. Questions regarding this Information Letter may be directed to Mr. Sherwin Lynch at (202) 273-8312 or via MS Exchange. Questions concerning the operations at the VARC&V may be directed to Mrs. Kim Tuggle at (417) 451-4967 or via MS Exchange.

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Chief Information Officer

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